

Class Concept

This role is in the State IT Procurement Office that is responsible for all information technology purchase and contract services. Work involves identifying opportunities for procurement consolidation and cost savings to maximize what is spend on commodities through strategic sourcing. Positions in this class regularly manage sourcing of commodities assigned, sources of supply, cost, commodity technology, and reliability of vendor, and the methods and procedures for large scale purchasing.

Recruitment Standards

Knowledge, Skills, and Abilities

- Knowledge of large-scale information technology purchasing methods and procedures.
- Considerable knowledge of the information technology software, hardware and services and sources of supply.
- Ability to gather, evaluate, and present technical information effectively in oral and written form make sound recommendations concerning award of contracts based on evaluation of submitted bids; interpret and apply established rules and regulations and explain these departments and vendors and establish and maintain effective relationships with state agency personnel and vendors.
- Demonstrated excellent written communications, negotiation skills and strong interpersonal skills
- High level of commitment to customer service and teamwork
- Professional experience in procurement processes (or related) and contracting procedures in a government environment.
- Demonstrated knowledge and expertise using various proven negotiation methods and the ability to
- critically analyze a negotiation
- Experience with procurement conceptualization and data analysis
- Excellent problem-solving skills, computer skills and attention to details

Minimum Education and Experience

Bachelor's Degree in business or related area from an appropriately accredited institution and four years of progressively responsible experience in the area of procurement specifically related to strategic sourcing, including experience with vendor management, solicitation, evaluation and negotiation of contracts.

Associate degree in business or related area from an appropriately accredited institution and five years of progressively responsible experience in the area of procurement specifically related to strategic sourcing, including experience with vendor management, solicitation, evaluation and negotiation of contracts; or an equivalent combination of education and experience.